

Quarterly Project Planning

Q1	Q2
Q3	Q4

Calendar

Q1

Year:

January

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 My Birthday	19	20	21
22	23	24	25 Karolis Skucas Birthday	26	27	28
29	30	31				

February

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Sasha Birthday	17	18	19	20	21 Jonas and Lenas Father Birthday
22	23	24	25	26	27	28
29						

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March

1	2	3	4	5	6	7
8 Woman's Day	9	10	11	12	13	14
15	16	17	18	19	20	21 Juozas Birthday
22	23	24	25	26	27	28
29	30	31				

Q2

April

1	2	3	4	5	6	7
8	9	10 Maks Birthday	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Egles Birthday	27	28
29	30					

[Calendar](#) , [Q1](#) , [Q2](#) , [Q3](#) , [Q4](#)

May

1	2	3	4	5	6	7
8	9	10 Ira's Birthday	11	12 Mimis Birthday	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Calendar , Q1 , Q2 , Q3 , Q4

June

1	2	3	4	5	6	7
8	9	10 Lena's Mom Birthday	11	12	13	14 Lena's Birthday
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Adelena's Birthday					

Q3

July

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

1	2	3	4	5	6	7
8	9	10	11	12 Wedding Anniversary	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Q4

October

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

1	2	3	4	5	6	7
8	9	10	11	12	13	14 Wedding Anniversary
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Christmas	26 Mom's Birthday	27	28
29	30	31 New Year				

Quarterly 1

Quarterly Plan: Deep Work, Execution, and Strategic Focus

Difference Between Most Important Outcome & Primary Goals & Supporting Goals

1. Most Important Outcome (MIO)

- This is the **single, overarching achievement** you aim for in the quarter.
- It represents the **biggest, most impactful result** that will define success.
- Everything else (primary and supporting goals) should align with this.
- **Example:** "Complete the first draft of my research paper."

2. Primary Goals

- These are the **main projects or initiatives** that contribute directly to the MIO.
- They are **major deliverables** that must be completed for the quarter to be a success.
- Typically, there are **2-4 primary goals**.
- **Example (if MIO is completing a research paper):**
 - **Primary Goal 1:** Conduct all necessary literature reviews.
 - **Primary Goal 2:** Draft and structure the core arguments.
 - **Primary Goal 3:** Write and edit the full first draft.

3. Supporting Goals

- These are **smaller objectives** that help achieve the primary goals or enhance productivity.
- They might be skill-building, habit-based, or secondary projects that **indirectly** support the MIO.
- They should not distract from the primary goals but **increase efficiency and effectiveness**.
- **Example (continuing the research paper scenario):**
 - **Supporting Goal 1:** Improve note-taking efficiency using a structured system.
 - **Supporting Goal 2:** Block 10+ hours per week for focused writing.

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- **Supporting Goal 3:** Minimize email and meeting distractions to protect deep work time.

Key Difference in Approach

Category	Definition	Scope	Example
Most Important Outcome (MIO)	The one major achievement for the quarter	High-Level Focus	"Complete my research paper first draft."
Primary Goals	The key projects or deliverables that lead to the MIO	Direct contributors	"Finish literature review" & "Draft core sections."
Supporting Goals	Smaller objectives that assist primary goals	Indirect support	"Improve note-taking system" & "Block 10+ hours for deep work."

1. Quarterly Vision & Goal Setting

1. Most Important Outcome (MIO)

- The **single, overarching achievement** for the quarter.
- Represents **success** for the period.
- All **primary and supporting goals must align** with this.
- **Example:** *Complete the first draft of my research paper.*

Key Vision Question

Key Questions	Answers
What are 3 Most important Core Roles and Core Values For My Personal and Professional Life I WANT To Achieve and Apply for This Quarter	Core Values & Core Roles:
What are the three most important outcomes (MIO) I want to achieve this quarter? Are they align with Core Values & Roles	MIO 1: MIO 2 MIO 3
Which skill or knowledge area do I want to master or deepen?	
What are the biggest inefficiencies or distractions holding me back?	
How can I design my work environment and schedule for maximum deep work?	

Quarterly Focus Areas

Quarterly Primary Goals (QPG)

- **Major projects or initiatives** that directly contribute to the MIO.
- **Must be completed** for the quarter to be successful.
- Typically **2-4 key deliverables**.
- **Example (if MIO is completing a research paper):**
 - **PG1:** Conduct all necessary literature reviews.
 - **PG2:** Draft and structure the core arguments.
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Example

Quarterly Primary Goals (QPG)	Description
QPG Goal #1	Example: Complete a book, launch a product, conduct research
QPG Goal #2	Example: Build expertise in AI, coding, writing, or another skill
QPG Goal #3	Example: Minimize distractions, optimize workflow, implement time-blocking

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Quarterly Primary Goals (QPG)	Descriptions
(QPG) Goal 1	
(QPG) Goal 2	
(QPG) Goal 3	
(QPG) Goal 4	

Success Metrics

Goal (Example)	Measurable KPI (Be Very Specific)
Example: Write More	Publish 10,000 words of high quality writing

(QPG) Goal 1	Measurable KPI (Be Very Specific)

(QPG) Goal 2	Measurable KPI

(QPG) Goal 3	Measurable KPI

(QPG) Goal 4	Measurable KPI

2. Structuring Deep Work & Priorities

A. Core Deep Work Blocks (Primary Focus)

Example

Activity	Description
Writing	Books, articles, research papers, strategic plans
Software Development	Coding, algorithmic problem-solving, AI/ML work
Research & Learning	Acquiring expertise in a high-value skill
Business Strategy & Product Development	High-leverage decisions, design, innovation

Activity	Description

B. Secondary Work (Supporting Focus)

Supporting Goals

- **Smaller objectives** that assist the primary goals.
- **Enhance productivity** or build relevant skills.
- Should **not distract** from primary goals.
- **Example:**
 - **SG1:** Improve note-taking efficiency with a structured system.
 - **SG2:** Block 10+ hours per week for focused writing.

This structure ensures **focus, alignment, and efficiency** in achieving the MIO.

Example

Activity	Description
Reviewing & Refining	Revisiting deep work outputs for improvement
Strategic Networking	Building meaningful professional relationships
Planning & Optimization	Workflow structuring and retrospectives

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Supporting Work Activity	Description

C. Shallow Work (Minimized or Batched)

Example

Activity	Optimization Strategy
Email & Communication	Batch into scheduled slots, minimize responses
Meetings	Reduce frequency, keep concise, use async updates
Administrative & Repetitive Work	Automate or delegate where possible

Activity	Optimization Strategy

D. Time Allocation

Example

Deep Work Activities	Time Allocation (hrs/week)
Writing / Research	15-20 hours/week
Software Development	15-20 hours/week
Business Strategy & Product Development	15-20 hours/week
Deep Learning & Skill Mastery	15-20 hours/week

[illegible]

3. Monthly Breakdown: Execution Strategy

Example

Month	Focus
January	Setup & Foundation: Structuring deep work goals, removing distractions, workflow optimization.
February	Deep Execution Phase: Maximize deep work hours, refine workflows, mid-quarter review.
March	Finalization & Delivery: Completing projects, quarter-end review, preparing for next quarter.

Month	Focus

4. Brazilian Jiu Jitsu

Quarterly Overview

Quarter	Start Date	End Date	Focus Area
Q1 / Q2 / Q3 / Q4	YYYY-MM-DD	YYYY-MM-DD	Example: Guard Retention, Takedowns, Submissions, etc.

Quarter	Start Date	End Date	Most Important Outcome (MIO) and Focus Area

Quarterly Focus Areas

A. Brazilian JiuJitsu Quarterly Primary Goals (BJJ QPG)

- **Major projects or initiatives** that directly contribute to the MIO.
- **Must be completed** for the quarter to be successful.
- Typically **2-4 key deliverables**.
- **Example (if MIO is completing a research paper):**
 - **PG1:** Conduct all necessary literature reviews.
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 - **PG3:** Write and edit the full first draft.

Goals & Objectives

Example

Category	Short-Term Goals	Long-Term Goals
Technical	Example: Improve half-guard sweeps by hitting three successful sweeps per sparring session	Example: Master leg-lock entries with a 70% success rate in live rolling
Competition	Example: Compete in a local tournament and win at least one match	Example: Place in IBJJF competition within the next year
Strength & Conditioning	Example: Improve grip endurance by holding a 3-minute dead hang	Example: Increase overall mobility to perform a full split
Mental Training	Example: Develop better focus under pressure by practicing mindfulness before training	Example: Improve visualization techniques to anticipate opponent movements
Strategy & Tactics	Example: Improve counter-attacks by drilling three key counters per position	Example: Develop a well-rounded gameplan covering both top and bottom positions

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Areas of BJJ to Concentrate	
Technical	Competition
Strength & Conditioning	Endurance
Mental Training	Mental Model
Strategy and Tactics	Drilling
Video Learning	Solo Drilling
Flexibility	Explosiveness

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Brazilian JiuJitsu Quarterly Primary Goals (BJJQPG)	Descriptions
(BJJQPG) Goal 1	
(BJJQPG) Goal 2	
(BJJQPG) Goal 3	
(BJJQPG) Goal 4	

B. Success Metrics For BJJ

Goal (Example)	Measurable KPI (Be Very Specific)
Example: Write More	Publish 10,000 words of high quality writing

(BJJQPG) Goal 1	Measurable KPI (Be Very Specific)

(BJJQPG) Goal 2	Measurable KPI

(BJJQPG) Goal 3	Measurable KPI

(BJJQPG) Goal 4	Measurable KPI

C. Monthly Breakdown: Execution Strategy For BJJ

Example

Month	Focus
January	Setup & Foundation: Structuring deep work goals, removing distractions, workflow optimization.
February	Deep Execution Phase: Maximize deep work hours, refine workflows, mid-quarter review.
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Month	Focus

D. Monthly Review & Adjustments

Month	Key Takeaways	Adjustments for Next Month	Technical Weaknesses Identified	Strength & Conditioning Adjustments
1	Example: Guard retention needs work	Example: More drilling on hip movement	Example: Slow reaction to sweeps	Example: Increase core exercises
2	Example: Takedown defense improved	Example: Focus more on offensive takedowns	Example: Difficulty finishing submissions	Example: Improve grip strength
3	Example: Competition endurance was lacking	Example: More rounds of hard sparring	Example: Trouble escaping back control	Example: More mobility drills

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Month	Key Takeaways	Adjustment for Next Month	Technical Weakness Identified	Strength & Conditioning Adjustment

E. Injury Prevention & Recovery Plan

Injury Prevention	Recovery Strategies	Rehab Exercises
Example: Proper warm-up routines including dynamic stretches	Example: Ice therapy for swelling after training	Example: Resistance band work for shoulders and knees
Example: Strengthening stabilizer muscles with accessory work	Example: Mobility drills before and after training	Example: Foam rolling for tight muscles
Example: Using correct rolling intensity to prevent overtraining	Example: Massage therapy every two weeks	Example: Isometric holds for joint stability

Injury Prevention	Recovery Strategies	Rehab Exercises

F. Competition & Event Schedule

Event Name	Date	Location	Weight Class	Registration Deadline	Strategy Notes
Example: Local Open	YYYY-MM-DD	City, State	Example: -70kg	YYYY-MM-DD	Example: Focus on aggressive guard game, aim for quick submissions
Example: Regional Championship	YYYY-MM-DD	City, State	Example: -76kg	YYYY-MM-DD	Example: Implement counter-attacks and conserve energy

Event Name	Date	Location	Weight Class	Registration Deadline	Strategy Notes

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Notes & Reflection

(Write down personal observations, lessons learned, and areas needing improvement.)

5. System Optimization for Productivity & Execution

A. Digital Minimalism & Input Management

Example

Strategy	Action Steps
Reducing Digital Inputs	No phone notifications during work hours, check emails twice per day (12 PM & 4 PM), use website blockers
Optimizing Work Environment	Noise-cancelling headphones, distraction-free workspace, pre-prepared deep work tools

[illegible]

6. Performance Tracking & Reflection System

Example

Review Type	Frequency	Key Actions
Daily Shutdown Routine	15 min/day	Review deep work completed, plan next day's priority, log distractions
Weekly Review	30 min/week	Assess progress, identify bottlenecks, adjust strategy
Mid-Quarter Check-In	Week 6	Measure results vs. goals, refine deep work hours, remove inefficiencies
Quarter-End Reflection	Week 12	Analyse performance, document insights, prepare next-quarter strategy

[illegible]

8. Eliminating Distractions & Maintaining Deep Work

Example

Strategy	Implementation
Strict Time Blocking	Allocate time before shallow work
Digital Detox	Uninstall social apps, remove unnecessary browsing
Physical Environment Design	Dedicated workspaces free of distractions
Cognitive Rest & Recovery	Proper sleep, exercise, and breaks to sustain focus

Strategy	Implementation

9. Execution & Implementation Strategy

A. Daily Deep Work Implementation

Example

Step	Action
Identify Priority Work	Plan tasks the night before
Morning Deep Work	First 3-4 hours of the day dedicated to deep work
No Reactive Work	No emails/messages until after deep work session

Step	Action

B. Weekly Adjustments & Adaptations

Example

Adjustment	Implementation
Track Deep Work Hours	Measure effectiveness
Adjust Environment	If distractions arise, refine workspace
Refine Focus Areas	Adapt deep work based on performance

Adjustment	Implementation

C. Final Takeaways & Next Steps

Example

Key Focus Area	Strategy
Prioritize Deep Work	Allocate 15-20 hours per week for high-impact tasks
Minimize Distractions	Reduce email, meetings, & unnecessary digital inputs
Implement Systematic Reviews	Use structured check-ins for course correction
Optimize Workflows	Automate repetitive tasks, batch shallow work

Key Focus	Strategy

10. Review & Reflection (End Quarter Review)

Category	Reflection
 Wins	- What worked well this week? - What achievements did I make?
 Challenges	- What obstacles did I face? - What needs improvement?
 Adjustments for Next Quarter	- How can I refine my workflow? - What should I prioritize next quarter

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 Wins	- What worked well this Quarter? - What achievements did I make?
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Quarterly 2

Quarterly Plan: Deep Work, Execution, and Strategic Focus

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2. Structuring Deep Work & Priorities

A. Core Deep Work Blocks (Primary Focus)

Example

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Example

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[illegible]

3. Monthly Breakdown: Execution Strategy

Example

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4. Brazilian Jiu Jitsu

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(BJJQPG) Goal 3	Measurable KPI

(BJJQPG) Goal 4	Measurable KPI

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Example

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E. Injury Prevention & Recovery Plan

Injury Prevention	Recovery Strategies	Rehab Exercises
Example: Proper warm-up routines including dynamic stretches	Example: Ice therapy for swelling after training	Example: Resistance band work for shoulders and knees
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Injury Prevention	Recovery Strategies	Rehab Exercises

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[illegible]

B. Workflow & Execution Optimization

Example

Strategy	Implementation
Task Batching	Group repetitive tasks into fixed slots, avoid context switching
Asynchronous Communication	Use written updates, reduce real-time interruptions
Automation & Delegation	Automate repetitive workflows, delegate low-value tasks

[illegible]

6. Performance Tracking & Reflection System

Example

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B. Weekly Adjustments & Adaptations

Example

Adjustment	Implementation
Track Deep Work Hours	Measure effectiveness
Adjust Environment	If distractions arise, refine workspace
Refine Focus Areas	Adapt deep work based on performance

Adjustment	Implementation

C. Final Takeaways & Next Steps

Example

Key Focus Area	Strategy
Prioritize Deep Work	Allocate 15-20 hours per week for high-impact tasks
Minimize Distractions	Reduce email, meetings, & unnecessary digital inputs
Implement Systematic Reviews	Use structured check-ins for course correction
Optimize Workflows	Automate repetitive tasks, batch shallow work

Key Focus	Strategy

10. Review & Reflection (End Quarter Review)

Category	Reflection
 Wins	- What worked well this week? - What achievements did I make?
 Challenges	- What obstacles did I face? - What needs improvement?
 Adjustments for Next Quarter	- How can I refine my workflow? - What should I prioritize next quarter

Calendar , Q1 , Q2 , Q3 , Q4

Category	Reflection
 Wins	- What worked well this Quarter? - What achievements did I make?
 Challenges	- What obstacles did I face? - What needs improvement?
 Adjustments for Next Quarter	- How can I refine my workflow? - What should I prioritize next Quarter?

Quarterly 3

Quarterly Plan: Deep Work, Execution, and Strategic Focus

Difference Between Most Important Outcome & Primary Goals & Supporting Goals

1. Most Important Outcome (MIO)

- This is the **single, overarching achievement** you aim for in the quarter.
- It represents the **biggest, most impactful result** that will define success.
- Everything else (primary and supporting goals) should align with this.
- **Example:** "Complete the first draft of my research paper."

2. Primary Goals

- These are the **main projects or initiatives** that contribute directly to the MIO.
- They are **major deliverables** that must be completed for the quarter to be a success.
- Typically, there are **2-4 primary goals**.
- **Example (if MIO is completing a research paper):**
 - **Primary Goal 1:** Conduct all necessary literature reviews.
 - **Primary Goal 2:** Draft and structure the core arguments.
 - **Primary Goal 3:** Write and edit the full first draft.

3. Supporting Goals

- These are **smaller objectives** that help achieve the primary goals or enhance productivity.
- They might be skill-building, habit-based, or secondary projects that **indirectly** support the MIO.
- They should not distract from the primary goals but **increase efficiency and effectiveness**.
- **Example (continuing the research paper scenario):**
 - **Supporting Goal 1:** Improve note-taking efficiency using a structured system.
 - **Supporting Goal 2:** Block 10+ hours per week for focused writing.

Calendar , Q1 , Q2 , Q3 , Q4

- **Supporting Goal 3:** Minimize email and meeting distractions to protect deep work time.

Key Difference in Approach

Category	Definition	Scope	Example
Most Important Outcome (MIO)	The one major achievement for the quarter	High-Level Focus	"Complete my research paper first draft."
Primary Goals	The key projects or deliverables that lead to the MIO	Direct contributors	"Finish literature review" & "Draft core sections."
Supporting Goals	Smaller objectives that assist primary goals	Indirect support	"Improve note-taking system" & "Block 10+ hours for deep work."

1. Quarterly Vision & Goal Setting

1. Most Important Outcome (MIO)

- The **single, overarching achievement** for the quarter.
- Represents **success** for the period.
- All **primary and supporting goals must align** with this.
- **Example:** *Complete the first draft of my research paper.*

Key Vision Question

Key Questions	Answers
What are 3 Most important Core Roles and Core Values For My Personal and Professional Life I WANT To Achieve and Apply for This Quarter	Core Values & Core Roles:
What are the three most important outcomes (MIO) I want to achieve this quarter? Are they align with Core Values & Roles	MIO 1: MIO 2 MIO 3
Which skill or knowledge area do I want to master or deepen?	
What are the biggest inefficiencies or distractions holding me back?	
How can I design my work environment and schedule for maximum deep work?	

Quarterly Focus Areas

Quarterly Primary Goals (QPG)

- **Major projects or initiatives** that directly contribute to the MIO.
- **Must be completed** for the quarter to be successful.
- Typically **2-4 key deliverables**.
- **Example (if MIO is completing a research paper):**
 - **PG1:** Conduct all necessary literature reviews.
 - **PG2:** Draft and structure the core arguments.
 - **PG3:** Write and edit the full first draft.

Example

Quarterly Primary Goals (QPG)	Description
QPG Goal #1	Example: Complete a book, launch a product, conduct research
QPG Goal #2	Example: Build expertise in AI, coding, writing, or another skill
QPG Goal #3	Example: Minimize distractions, optimize workflow, implement time-blocking

Calendar , Q1 , Q2 , Q3 , Q4

Quarterly Primary Goals (QPG)	Descriptions
(QPG) Goal 1	
(QPG) Goal 2	
(QPG) Goal 3	
(QPG) Goal 4	

Success Metrics

Goal (Example)	Measurable KPI (Be Very Specific)
Example: Write More	Publish 10,000 words of high quality writing

(QPG) Goal 1	Measurable KPI (Be Very Specific)

(QPG) Goal 2	Measurable KPI

(QPG) Goal 3	Measurable KPI

(QPG) Goal 4	Measurable KPI

2. Structuring Deep Work & Priorities

A. Core Deep Work Blocks (Primary Focus)

Example

Activity	Description
Writing	Books, articles, research papers, strategic plans
Software Development	Coding, algorithmic problem-solving, AI/ML work
Research & Learning	Acquiring expertise in a high-value skill
Business Strategy & Product Development	High-leverage decisions, design, innovation

Activity	Description

B. Secondary Work (Supporting Focus)

Supporting Goals

- **Smaller objectives** that assist the primary goals.
- **Enhance productivity** or build relevant skills.
- Should **not distract** from primary goals.
- **Example:**
 - **SG1:** Improve note-taking efficiency with a structured system.
 - **SG2:** Block 10+ hours per week for focused writing.

This structure ensures **focus, alignment, and efficiency** in achieving the MIO.

Example

Activity	Description
Reviewing & Refining	Revisiting deep work outputs for improvement
Strategic Networking	Building meaningful professional relationships
Planning & Optimization	Workflow structuring and retrospectives

Calendar , Q1 , Q2 , Q3 , Q4

Supporting Work Activity	Description

C. Shallow Work (Minimized or Batched)

Example

Activity	Optimization Strategy
Email & Communication	Batch into scheduled slots, minimize responses
Meetings	Reduce frequency, keep concise, use async updates
Administrative & Repetitive Work	Automate or delegate where possible

Activity	Optimization Strategy

D. Time Allocation

Example

Deep Work Activities	Time Allocation (hrs/week)
Writing / Research	15-20 hours/week
Software Development	15-20 hours/week
Business Strategy & Product Development	15-20 hours/week
Deep Learning & Skill Mastery	15-20 hours/week

[illegible]

3. Monthly Breakdown: Execution Strategy

Example

Month	Focus
July	Setup & Foundation: Structuring deep work goals, removing distractions, workflow optimization.
August	Deep Execution Phase: Maximize deep work hours, refine workflows, mid-quarter review.
September	Finalization & Delivery: Completing projects, quarter-end review, preparing for next quarter.

Month	Focus

4. Brazilian Jiu Jitsu

Quarterly Overview

Quarter	Start Date	End Date	Focus Area
Q1 / Q2 / Q3 / Q4	YYYY-MM-DD	YYYY-MM-DD	Example: Guard Retention, Takedowns, Submissions, etc.

Quarter	Start Date	End Date	Most Important Outcome (MIO) and Focus Area

Quarterly Focus Areas

A. Brazilian JiuJitsu Quarterly Primary Goals (BJJ QPG)

- **Major projects or initiatives** that directly contribute to the MIO.
- **Must be completed** for the quarter to be successful.
- Typically **2-4 key deliverables**.
- **Example (if MIO is completing a research paper):**
 - **PG1:** Conduct all necessary literature reviews.
 - **PG2:** Draft and structure the core arguments.
 - **PG3:** Write and edit the full first draft.

Goals & Objectives

Example

Category	Short-Term Goals	Long-Term Goals
Technical	Example: Improve half-guard sweeps by hitting three successful sweeps per sparring session	Example: Master leg-lock entries with a 70% success rate in live rolling
Competition	Example: Compete in a local tournament and win at least one match	Example: Place in IBJJF competition within the next year
Strength & Conditioning	Example: Improve grip endurance by holding a 3-minute dead hang	Example: Increase overall mobility to perform a full split
Mental Training	Example: Develop better focus under pressure by practicing mindfulness before training	Example: Improve visualization techniques to anticipate opponent movements
Strategy & Tactics	Example: Improve counter-attacks by drilling three key counters per position	Example: Develop a well-rounded gameplan covering both top and bottom positions

Calendar , Q1 , Q2 , Q3 , Q4

Areas of BJJ to Concentrate	
Technical	Competition
Strength & Conditioning	Endurance
Mental Training	Mental Model
Strategy and Tactics	Drilling
Video Learning	Solo Drilling
Flexibility	Explosiveness

Calendar , Q1 , Q2 , Q3 , Q4

Brazilian JiuJitsu Quarterly Primary Goals (BJJQPG)	Descriptions
(BJJQPG) Goal 1	
(BJJQPG) Goal 2	
(BJJQPG) Goal 3	
(BJJQPG) Goal 4	

B. Success Metrics For BJJ

Goal (Example)	Measurable KPI (Be Very Specific)
Example: Write More	Publish 10,000 words of high quality writing

(BJJQPG) Goal 1	Measurable KPI (Be Very Specific)

(BJJQPG) Goal 2	Measurable KPI

(BJJQPG) Goal 3	Measurable KPI

(BJJQPG) Goal 4	Measurable KPI

C. Monthly Breakdown: Execution Strategy For BJJ

Example

Month	Focus
July	Setup & Foundation: Structuring deep work goals, removing distractions, workflow optimization.
August	Deep Execution Phase: Maximize deep work hours, refine workflows, mid-quarter review.
September	Finalization & Delivery: Completing projects, quarter-end review, preparing for next quarter.

Month	Focus

D. Monthly Review & Adjustments

Month	Key Takeaways	Adjustments for Next Month	Technical Weaknesses Identified	Strength & Conditioning Adjustments
1	Example: Guard retention needs work	Example: More drilling on hip movement	Example: Slow reaction to sweeps	Example: Increase core exercises
2	Example: Takedown defense improved	Example: Focus more on offensive takedowns	Example: Difficulty finishing submissions	Example: Improve grip strength
3	Example: Competition endurance was lacking	Example: More rounds of hard sparring	Example: Trouble escaping back control	Example: More mobility drills

Calendar , Q1 , Q2 , Q3 , Q4

Month	Key Takeaways	Adjustment for Next Month	Technical Weakness Identified	Strength & Conditioning Adjustment

E. Injury Prevention & Recovery Plan

Injury Prevention	Recovery Strategies	Rehab Exercises
Example: Proper warm-up routines including dynamic stretches	Example: Ice therapy for swelling after training	Example: Resistance band work for shoulders and knees
Example: Strengthening stabilizer muscles with accessory work	Example: Mobility drills before and after training	Example: Foam rolling for tight muscles
Example: Using correct rolling intensity to prevent overtraining	Example: Massage therapy every two weeks	Example: Isometric holds for joint stability

Injury Prevention	Recovery Strategies	Rehab Exercises

F. Competition & Event Schedule

Event Name	Date	Location	Weight Class	Registration Deadline	Strategy Notes
Example: Local Open	YYYY-MM-DD	City, State	Example: -70kg	YYYY-MM-DD	Example: Focus on aggressive guard game, aim for quick submissions
Example: Regional Championship	YYYY-MM-DD	City, State	Example: -76kg	YYYY-MM-DD	Example: Implement counter-attacks and conserve energy

Event Name	Date	Location	Weight Class	Registration Deadline	Strategy Notes

Calendar , Q1 , Q2 , Q3 , Q4

Notes & Reflection

(Write down personal observations, lessons learned, and areas needing improvement.)

5. System Optimization for Productivity & Execution

A. Digital Minimalism & Input Management

Example

Strategy	Action Steps
Reducing Digital Inputs	No phone notifications during work hours, check emails twice per day (12 PM & 4 PM), use website blockers
Optimizing Work Environment	Noise-cancelling headphones, distraction-free workspace, pre-prepared deep work tools

[illegible]

B. Workflow & Execution Optimization

Example

Strategy	Implementation
Task Batching	Group repetitive tasks into fixed slots, avoid context switching
Asynchronous Communication	Use written updates, reduce real-time interruptions
Automation & Delegation	Automate repetitive workflows, delegate low-value tasks

[illegible]

6. Performance Tracking & Reflection System

Example

Review Type	Frequency	Key Actions
Daily Shutdown Routine	15 min/day	Review deep work completed, plan next day's priority, log distractions
Weekly Review	30 min/week	Assess progress, identify bottlenecks, adjust strategy
Mid-Quarter Check-In	Week 6	Measure results vs. goals, refine deep work hours, remove inefficiencies
Quarter-End Reflection	Week 12	Analyse performance, document insights, prepare next-quarter strategy

[illegible]

8. Eliminating Distractions & Maintaining Deep Work

Example

Strategy	Implementation
Strict Time Blocking	Allocate time before shallow work
Digital Detox	Uninstall social apps, remove unnecessary browsing
Physical Environment Design	Dedicated workspaces free of distractions
Cognitive Rest & Recovery	Proper sleep, exercise, and breaks to sustain focus

Strategy	Implementation

9. Execution & Implementation Strategy

A. Daily Deep Work Implementation

Example

Step	Action
Identify Priority Work	Plan tasks the night before
Morning Deep Work	First 3-4 hours of the day dedicated to deep work
No Reactive Work	No emails/messages until after deep work session

Step	Action

B. Weekly Adjustments & Adaptations

Example

Adjustment	Implementation
Track Deep Work Hours	Measure effectiveness
Adjust Environment	If distractions arise, refine workspace
Refine Focus Areas	Adapt deep work based on performance

Adjustment	Implementation

C. Final Takeaways & Next Steps

Example

Key Focus Area	Strategy
Prioritize Deep Work	Allocate 15-20 hours per week for high-impact tasks
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Key Focus	Strategy

10. Review & Reflection (End Quarter Review)

Category	Reflection
 Wins	- What worked well this week? - What achievements did I make?
 Challenges	- What obstacles did I face? - What needs improvement?
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Calendar , Q1 , Q2 , Q3 , Q4

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Quarterly 4

Quarterly Plan: Deep Work, Execution, and Strategic Focus

Difference Between Most Important Outcome & Primary Goals & Supporting Goals

1. Most Important Outcome (MIO)

- This is the **single, overarching achievement** you aim for in the quarter.
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- Everything else (primary and supporting goals) should align with this.
- **Example:** "Complete the first draft of my research paper."

2. Primary Goals

- These are the **main projects or initiatives** that contribute directly to the MIO.
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- Typically, there are **2-4 primary goals**.
- **Example (if MIO is completing a research paper):**
 - **Primary Goal 1:** Conduct all necessary literature reviews.
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3. Supporting Goals

- These are **smaller objectives** that help achieve the primary goals or enhance productivity.
- They might be skill-building, habit-based, or secondary projects that **indirectly** support the MIO.
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 - **Supporting Goal 1:** Improve note-taking efficiency using a structured system.
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Calendar , Q1 , Q2 , Q3 , Q4

- **Supporting Goal 3:** Minimize email and meeting distractions to protect deep work time.

Key Difference in Approach

Category	Definition	Scope	Example
Most Important Outcome (MIO)	The one major achievement for the quarter	High-Level Focus	"Complete my research paper first draft."
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1. Quarterly Vision & Goal Setting

1. Most Important Outcome (MIO)

- The **single, overarching achievement** for the quarter.
- Represents **success** for the period.
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- **Example:** *Complete the first draft of my research paper.*

Key Vision Question

Key Questions	Answers
What are 3 Most important Core Roles and Core Values For My Personal and Professional Life I WANT To Achieve and Apply for This Quarter	Core Values & Core Roles:
What are the three most important outcomes (MIO) I want to achieve this quarter? Are they align with Core Values & Roles	MIO 1: MIO 2 MIO 3
Which skill or knowledge area do I want to master or deepen?	
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How can I design my work environment and schedule for maximum deep work?	

Quarterly Focus Areas

Quarterly Primary Goals (QPG)

- **Major projects or initiatives** that directly contribute to the MIO.
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Example

Quarterly Primary Goals (QPG)	Description
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Calendar , Q1 , Q2 , Q3 , Q4

Quarterly Primary Goals (QPG)	Descriptions
(QPG) Goal 1	
(QPG) Goal 2	
(QPG) Goal 3	
(QPG) Goal 4	

Success Metrics

Goal (Example)	Measurable KPI (Be Very Specific)
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(QPG) Goal 3	Measurable KPI

(QPG) Goal 4	Measurable KPI

2. Structuring Deep Work & Priorities

A. Core Deep Work Blocks (Primary Focus)

Example

Activity	Description
Writing	Books, articles, research papers, strategic plans
Software Development	Coding, algorithmic problem-solving, AI/ML work
Research & Learning	Acquiring expertise in a high-value skill
Business Strategy & Product Development	High-leverage decisions, design, innovation

Activity	Description

B. Secondary Work (Supporting Focus)

Supporting Goals

- **Smaller objectives** that assist the primary goals.
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This structure ensures **focus, alignment, and efficiency** in achieving the MIO.

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Activity	Description
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Calendar , Q1 , Q2 , Q3 , Q4

Supporting Work Activity	Description

C. Shallow Work (Minimized or Batched)

Example

Activity	Optimization Strategy
Email & Communication	Batch into scheduled slots, minimize responses
Meetings	Reduce frequency, keep concise, use async updates
Administrative & Repetitive Work	Automate or delegate where possible

Activity	Optimization Strategy

D. Time Allocation

Example

Deep Work Activities	Time Allocation (hrs/week)
Writing / Research	15-20 hours/week
Software Development	15-20 hours/week
Business Strategy & Product Development	15-20 hours/week
Deep Learning & Skill Mastery	15-20 hours/week

[illegible]

3. Monthly Breakdown: Execution Strategy

Example

Month	Focus
October	Setup & Foundation: Structuring deep work goals, removing distractions, workflow optimization.
November	Deep Execution Phase: Maximize deep work hours, refine workflows, mid-quarter review.
December	Finalization & Delivery: Completing projects, quarter-end review, preparing for next quarter.

Month	Focus

4. Brazilian Jiu Jitsu

Quarterly Overview

Quarter	Start Date	End Date	Focus Area
Q1 / Q2 / Q3 / Q4	YYYY-MM-DD	YYYY-MM-DD	Example: Guard Retention, Takedowns, Submissions, etc.

Quarter	Start Date	End Date	Most Important Outcome (MIO) and Focus Area

Quarterly Focus Areas

A. Brazilian JiuJitsu Quarterly Primary Goals (BJJ QPG)

- **Major projects or initiatives** that directly contribute to the MIO.
- **Must be completed** for the quarter to be successful.
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Goals & Objectives

Example

Category	Short-Term Goals	Long-Term Goals
Technical	Example: Improve half-guard sweeps by hitting three successful sweeps per sparring session	Example: Master leg-lock entries with a 70% success rate in live rolling
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Strategy & Tactics	Example: Improve counter-attacks by drilling three key counters per position	Example: Develop a well-rounded gameplan covering both top and bottom positions

Calendar , Q1 , Q2 , Q3 , Q4

Areas of BJJ to Concentrate	
Technical	Competition
Strength & Conditioning	Endurance
Mental Training	Mental Model
Strategy and Tactics	Drilling
Video Learning	Solo Drilling
Flexibility	Explosiveness

Calendar , Q1 , Q2 , Q3 , Q4

Brazilian JiuJitsu Quarterly Primary Goals (BJJQPG)	Descriptions
(BJJQPG) Goal 1	
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(BJJQPG) Goal 3	
(BJJQPG) Goal 4	

B. Success Metrics For BJJ

Goal (Example)	Measurable KPI (Be Very Specific)
Example: Write More	Publish 10,000 words of high quality writing

(BJJQPG) Goal 1	Measurable KPI (Be Very Specific)

(BJJQPG) Goal 2	Measurable KPI

(BJJQPG) Goal 3	Measurable KPI

(BJJQPG) Goal 4	Measurable KPI

C. Monthly Breakdown: Execution Strategy For BJJ

Example

Month	Focus
October	Setup & Foundation: Structuring deep work goals, removing distractions, workflow optimization.
November	Deep Execution Phase: Maximize deep work hours, refine workflows, mid-quarter review.
December	Finalization & Delivery: Completing projects, quarter-end review, preparing for next quarter.

Month	Focus

D. Monthly Review & Adjustments

Month	Key Takeaways	Adjustments for Next Month	Technical Weaknesses Identified	Strength & Conditioning Adjustments
1	Example: Guard retention needs work	Example: More drilling on hip movement	Example: Slow reaction to sweeps	Example: Increase core exercises
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Calendar , Q1 , Q2 , Q3 , Q4

Month	Key Takeaways	Adjustment for Next Month	Technical Weakness Identified	Strength & Conditioning Adjustment

E. Injury Prevention & Recovery Plan

Injury Prevention	Recovery Strategies	Rehab Exercises
Example: Proper warm-up routines including dynamic stretches	Example: Ice therapy for swelling after training	Example: Resistance band work for shoulders and knees
Example: Strengthening stabilizer muscles with accessory work	Example: Mobility drills before and after training	Example: Foam rolling for tight muscles
Example: Using correct rolling intensity to prevent overtraining	Example: Massage therapy every two weeks	Example: Isometric holds for joint stability

Injury Prevention	Recovery Strategies	Rehab Exercises

F. Competition & Event Schedule

Event Name	Date	Location	Weight Class	Registration Deadline	Strategy Notes
Example: Local Open	YYYY-MM-DD	City, State	Example: -70kg	YYYY-MM-DD	Example: Focus on aggressive guard game, aim for quick submissions
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Event Name	Date	Location	Weight Class	Registration Deadline	Strategy Notes

Calendar , Q1 , Q2 , Q3 , Q4

Notes & Reflection

(Write down personal observations, lessons learned, and areas needing improvement.)

B. Workflow & Execution Optimization

Example

Strategy	Implementation
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[illegible]

6. Performance Tracking & Reflection System

Example

Review Type	Frequency	Key Actions
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[illegible]

8. Eliminating Distractions & Maintaining Deep Work

Example

Strategy	Implementation
Strict Time Blocking	Allocate time before shallow work
Digital Detox	Uninstall social apps, remove unnecessary browsing
Physical Environment Design	Dedicated workspaces free of distractions
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Strategy	Implementation

9. Execution & Implementation Strategy

A. Daily Deep Work Implementation

Example

Step	Action
Identify Priority Work	Plan tasks the night before
Morning Deep Work	First 3-4 hours of the day dedicated to deep work
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Step	Action

B. Weekly Adjustments & Adaptations

Example

Adjustment	Implementation
Track Deep Work Hours	Measure effectiveness
Adjust Environment	If distractions arise, refine workspace
Refine Focus Areas	Adapt deep work based on performance

Adjustment	Implementation

C. Final Takeaways & Next Steps

Example

Key Focus Area	Strategy
Prioritize Deep Work	Allocate 15-20 hours per week for high-impact tasks
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Implement Systematic Reviews	Use structured check-ins for course correction
Optimize Workflows	Automate repetitive tasks, batch shallow work

Key Focus	Strategy

10. Review & Reflection (End Quarter Review)

Category	Reflection
 Wins	- What worked well this week? - What achievements did I make?
 Challenges	- What obstacles did I face? - What needs improvement?
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Calendar , Q1 , Q2 , Q3 , Q4

Category	Reflection
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